



ST. CHARLES PARISH

PERSONNEL OFFICE

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V.J. ST. PIERRE, JR.
PARISH PRESIDENT

SANDRA ZIMMER
PERSONNEL OFFICER



TO: V. J. St. Pierre, Jr., Parish President

FROM: Sandra W. Zimmer, Personnel Officer, *szg*

SUBJECT: 2010 Annual Report

As per your request for a complete report of the actions of the St. Charles Parish Civil Service Board and the Personnel Office for the past twelve months, I submit the following for 2010.

1. A 1% cost of living pay increase was approved for all eligible employees effective 12-26-09. A 1% or 3% merit increase for civil service employees was approved.
2. Service Awards Banquet was given in conjunction with a training seminar on May 13, 2010. Fifty-seven employees received certificates for their years of service, and thirty employees received certificates for perfect attendance. Benjamin Ratcliff was selected as Employee of the Year. Training was provided by William Hehmeyer, St. Charles Parish Training Officer.
3. The Civil Service Board had six scheduled meetings.
4. There were ten in house-grievances filed by parish employees, investigated by the Personnel Officer. There were two appeals to the Civil Service Board.
5. Employment data for 2010 as of 12-31-10: Total parish payroll 576 employees, 347 Civil Service Employees, 40 appointed staff, and others on payroll 189.
6. There were 75 jobs posted, resulting in 36 in-house promotions.

7. Coordinated and scheduled benefits fair for parish employees attended by all companies providing group coverage for parish employees.
8. Coordinated and scheduled pre-employment, monthly random and probable cause and post accident drug screening for parish employees, per Ordinance #91-6-2.
9. Performed all other functions required, which include but are not limited to civil service system interpretation and administration, employee benefits coordination and administration, local, state, and federal law compliance, and employment process which includes recruitment, qualifying, testing and orientation/exit interviews.
10. Coordinated with Parish President St. Pierre to hire a Training Officer to develop training programs for parish employees.